

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**RE: Acknowledgment of Loss Mitigation Application - Deed in Lieu of Foreclosure**  
Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for loss mitigation assistance regarding a Deed in Lieu of Foreclosure for the property referenced above. We received your request on [Date Received].

We are currently reviewing your application to determine if it is complete. Within five (5) business days, we will provide you with a formal notice stating whether your application is complete or if additional documentation is required to proceed with the evaluation.

**Important Information:**

- Submission of this application does not guarantee approval for a Deed in Lieu of Foreclosure.
- While your application is under review, you should continue to communicate with us regarding any updates to your financial situation.
- If your application is determined to be complete, we will perform a full evaluation of your eligibility and notify you of our decision in writing.

If you have any questions or need to provide updated contact information, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Department]  
[Company Name]